

7/22/2014 Meeting Minutes

1. Design Review Discussion.

- Get approval from HVAC side of facilities, give a good impression to the higher ups.
- Make sure to walk away with them thinking good of us and how we want them to do what we want them to.
- What we want from facilities is to get them to buy into what we are looking into for the system.
- Focus on trying to inform them subtly on what we are doing will work better.
- Avoid telling them outright that they are doing their job incorrectly.
- Don't assume the audience knows anything.
- Make sure to have everyone on your side when wrapping up the presentation.
- Have the meeting lead up to asking for ATS access.
- Make ATS the necessity of the entire meeting.